

**City of Lowell**  
**Job Posting**  
**Please Post: May 9, 2016**  
**Deadline: May 23, 2016**  
**Health & Human Services Department**  
**Substitute School Nurse**

**TWO (2) VACANCIES**

**Job Title:** Substitute School Nurses (2500-J#2540, 2273)  
**Department:** Health and Human Services-School Health Division  
**Reports To:** HHS Director, Nurse Coordinator, Clinical Nurse Managers and other designated personnel  
**Rate of Pay:** \$25.00 - Per Hour

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists school physicians in medical examinations of school children; interprets findings to parents and teachers and assists in securing correction of defects.

Health Education and counseling; Providing skilled nursing to medically fragile students; Detects health problems through inspections, observation, interviews, and analysis of records; instructs others in recognizing and reporting deviations from normal growth development.

Interprets public health policies, programs, services and regulations.

Participates in field instruction of student nurses; attends in-service training institutes and conferences.

Assists physicians in child health examinations and immunizations; interprets findings; arranges for necessary referrals; instructs in child hygiene, feeding and sanitation. Assists in mass immunization programs and in continuing programs for the control of communicable diseases through isolation, quarantine and immunization.

Obtains case histories; assists in medical examinations; administers tests and prescribed medications.

Performs related duties as required.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Possession of a current and valid registration as a Nurse under the Mass. Board of Registration in Nursing. BSN preferred but not required.

Knowledge of the principles, practices, methods and techniques of public health nursing.

Current CPR certification required. Experience in pedi, schools or ER required.

Duties include first aide, assessment and follow-up, developing health care plans, act as a liaison with other members of health and education team, health education and counseling, record keeping, and skilled nursing for medically fragile students. Work towards and

maintain certification in school nursing, community health nursing or pediatric/school nurse practitioner by a nationally recognized professional nursing organization.

Knowledge of the incidence, cause (if known) and modern control measures relating to communicable diseases.

Knowledge of maternal health, and child health development (infant, preschool and school age).

Knowledge of principles and practices of health care (including physical and mental health, nutrition, dental health and environmental sanitation.)

Knowledge of state and local health laws and regulations and state and local resources available for use. Ability to recognize physical defects and symptoms of disease in individuals who should be referred to proper medical authority.

Ability to maintain harmonious working relationships; Applicant must be dependable and reliable;

Ability to follow oral and written instructions; Ability to complete accurate records;

Ability to check and verify information.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, school officials and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a current and valid registration as a Nurse under the Mass. Board of Registration in Nursing.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, risk of radiation, and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline May 23, 2016 Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***